



TERMS OF REFERENCE (TOR) FOR PSYCHOSOCIAL CONSULTANT

BACKGROUND

CARE is an international NGO working in South Sudan alongside its partners in supporting vulnerable communities to address underlying causes of poverty and promote peace and development through its strategic goal to reduce poverty by empowering women, save lives and achieve social justice for all.

South Sudan has gone through numerous crises ranging from war to tribal fighting, hunger, poverty, sickness, natural disasters, economic hardship, and so on. CARE has responded to all these crises by supporting health care, vulnerable groups and providing psychosocial support to victims affected by physical and sexual violence.

Albeit the humanitarian response program CARE is providing alongside other stakeholders, physical, sexual, depression, fear, traumatic and other forms of violence against women and men have devastating consequences to which our staff are not exempted.

SCOPE OF WORK

The consultant will provide a range of therapeutic counselling and psychosocial support to CARE staff across different program sites. The incumbent is expected to work closely with the Wehida staff platform committee and the Human Resource Manager at the country office to ensure that services are available for all staff.

SPECIFIC DUTIES AND RESPONSIBILITIES

R1# PROVISION OF PHYSICAL AND VIRTUAL GROUP COUNSELLING SESSIONS

- The consultant is expected to organize short workshops in groups engaging staff in psychosocial rehabilitation programs while offering absolute remedies to the issues of concern.
- Give effective coping tools and skills on how to deal with stress and the unknown.
- Support staff on how to develop ways and means of overcoming fear and concerns surrounding different issues that affect their wellbeing.



- Encourage staff on the benefits of embracing positive thinking, attitude and building resilience as a sustainable means to combating stress, trauma, and depression.
- Organize periodic online sessions in different program sites with staff to provide context specific PSS program. E.g., the consultant may be required to provide PSS program to staff in a location affected by flood, disease outbreak or any form of calamity.
- Use social media platforms such as WhatsApp, skype, teams and zoom to reach out to staff and allow them to share their thoughts, feelings, concerns, and worries.

R#2 SUPPORT INDIVIDUAL COUNSELLING SESSIONS PROGRAM.

- As part of the therapeutic process, CARE South Sudan through the HR department may request the consultant to organize a one-on-one counseling sessions with a staff going through pain related to death of a loved one, battling serious illness, loss of property or suffering because of sexual violence, GBV and any form of depression.
- The consultant is expected to organize private time with the staff (possibly including the partner or any trusted family member) as shall be the will of the staff.

R#3 REPORTING

- Not contravening the principle of confidentiality, the consultant may share a report with the HR department on how many sessions or staff engaged with in the month of quarter.
- The consultant reports directly to the HR manager or designee.

CONSULTANT QUALIFICATIONS

- Minimum bachelor's degree in counselling, Psychology or Social work.
- Master's degree is preferable.
- 5 – 6 years of professional experience in psychological and counseling field, handling varieties of psychological issue.
- Experience in case management, group facilitation and direct practice with vulnerable groups is mandatory.
- Expertise on developing training package, coaching and providing mentoring support and capacity building sessions to the different groups on the psychosocial counseling program.

- Experience of supporting cases through distance base process and delivering the trainings and support to build capacity through online platforms.

SKILLS, KNOWLEDGE, AND ABILITIES

The suitable candidate is expected to possess the following aspects of skill, knowledge, and ability:

- Ability to maintain the confidentiality of clients' files.
- Knowledge of case management and crisis intervention techniques.
- Good listening skills, quick thinker while remaining non-judgmental.
- Good communication, interpersonal skills, and excellent report writing skills.
- Flexibility and ability to manage change.
- Resourceful, creative, and innovative in clinical approaches.
- Ability to deal with an emotionally stressful job while dealing with high strung, hyper staff.

FEES

- The total fees will be payable to the consultant for professional service fees and administration costs shall not exceed our budgeted amount.
- Discounts on group sessions shall be based on the number of staff attending and at the discretion of the consultant.

CRITERIA FOR GETTING COUNSELING.

- The consultant will provide psychosocial support to persons referred by the HR office and the people who have been directly or indirectly affected and shared contact with
- scope.
- The consultant will ensure that records are kept confidential, refer cases, and liaise with relevant institutions to have matters adequately addressed.

1. Request for clarification

Prospective and eligible bidders MUST submit any request for clarification STRICTLY in writing and addressed to the following email address: SSD.Procurement@care.org and should be received before or not later than **27th November 2023, 04:00 pm, CAT (Central African Time)**.

2. Preparation, marking and labeling of proposals:

The prospective service provider should prepare two separate proposals; the Technical Proposal and the Financial Proposal, with each duly signed and stamped and in a PDF format only and clearly Named as below, respectively:

- 1- Psychosocial Support - Technical Proposal”
- 2- Psychosocial Support - Financial Proposal”

Format for submission of your financial proposal

Type of counselling psychosocial support offered	Unit of measurement	Unit Price (USD)	Total cost (USD)	Effective date
One -on-one session	1 staff			01 st January 2024
Family session	1 family			
All staff (Group session)	All staff			

3. Submission of proposals:
 - The Two Proposals (Technical and Financial) should be submitted by email at SSD.Procurement@care.org and addressed to **Procurement Manager and Contracts Manager**.
 - All queries or clarifications should be directed to the Procurement and Contracts Manager through this email address SSD.Procurement@care.org at least 3 days before the submission timeline of proposals.
 - Submissions shall only be received before or not later than **01st December 2023, 4:00 pm, CAT (Central African Time)**.